



California State Fire Training

INTERIM SFT PROCEDURES



Reissued Date: May 15, 2015

Procedure Title: FSTEP Curriculum Historical Recognition

Page Number: New

Section Change: The Division Chief, State Fire Training may authorize staff to process FSTEP classes that have been delivered by approved instructors prior to final approval of the curriculum. The course must meet the following criteria:

1. The course is developed in accordance with State Fire Training curriculum design standards
2. The course in question gets final approval from STEAC and becomes a permanent course under the FSTEP Curriculum
3. The instructors teaching the course(s) are registered with State Fire Training and are in good standing

To submit for course recognition: send in a completed generic FSTEP course scheduling request form for each class delivery. The form must have the original dates of the class, the registered instructor(s) names, the actual number of students in the class, the sponsoring agency, the bill to agency, and physical address to ship materials to.

Justification: On a periodic basis fire service entities have approached SFT and asked to have valid and appropriate course curriculum approved for delivery through FSTEP. These courses might meet a new training standard but don't lead to certification, they may be required because of a new law or they may satisfy a perceived need for training on a new procedure within the fire service (example RIC operations). Sometimes when a course is developed cadres pilot the course to ensure that it has a good flow, adjustments are then made and the course may be delivered again to ensure it meets the requirements. Delivery of these courses can occur prior to the course receiving full approval from STEAC. It is in these cases that cadres may come back to State Fire Training and request FSTEP course completion certificates for participants who attended the pilot classes.

Effective Date: August 1, 2012

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Approved By:

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